

POSITION TITLE: AGRICULTURE SPECIALIST VI –
Livestock Program

DEPARTMENT: Agribusiness, Land and Minerals

APPROVED BY: Matt Demny DATE: 6/3/2011

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Agriculture, Agricultural Science, Animal Science, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning experience in the administration or operational support of an agricultural program relevant to livestock production or livestock management.

Must have or be able to obtain a Texas Department of Agriculture Non-commercial Pesticide Applicator's license within six months of employment date.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of livestock program management methods and techniques.
2. Knowledge of animal health, feeds and feeding, feed mill operations, and livestock breeding programs.
3. Knowledge of regulations, proper uses, and methods of application of agricultural pesticides, herbicides, and fertilizers.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to plan, coordinate, and organize livestock production.
7. Skill to communicate ideas and instructions clearly and concisely.

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8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to review technical data and prepare technical reports.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, dust, fumes, smoke, gases, grease, oils, pesticides, herbicides, slippery or uneven walking surfaces, working with hands in water, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, agricultural machinery and equipment, telephone, and automobile.